

**VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES**  
**REQUEST FOR UNSEALED PROPOSALS (RFP)**

**Issue Date:** December 15, 2008 **RFP# 301-09-003**  
**Title:** Farm Transition Workshop Funding Pilot Project  
**Due Date:** Proposals received no later than 2:00 PM EST on January 29, 2009 will be considered as part of the first round of funding. Proposals submitted after that date and time will be considered as funding allows.  
**Commodity Code:** 95838  
**Issuing Agency:** Commonwealth of Virginia  
Virginia Department of Agriculture and Consumer Services  
Office of Procurement  
102 Governor Street, Rm. 267  
Richmond, VA 23219

**Initial Period of Contract:** From Date of Award through December 31, 2009

All inquiries for proposal content information should be directed to Kevin Schmidt at 804-786-1346 or kevin.schmidt@vdacs.virginia.gov. Questions related to proposal submission and/or terms and conditions should be directed to: Kathy Bosdell, Senior Contract Specialist, at 804-225-3798, by fax at 804-371-8372 or by email at kathy.bosdell@vdacs.virginia.gov. Mail or hand-deliver proposals to the Issuing Agency shown above. It is the sole responsibility of the Offeror to ensure that his/her unsealed proposal is received by the due date and time. Late proposals will not be accepted or considered for the first round of funding.

**Contracts will be awarded to eVA registered vendors only.** For registration information please visit [www.eva.state.va.us](http://www.eva.state.va.us).

In Compliance With This Request For Proposals And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods and Services In Accordance With The Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name and Address of Offeror:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ By: \_\_\_\_\_

(Signature in Ink)

\_\_\_\_\_ Name: \_\_\_\_\_

(Please Print)

\_\_\_\_\_ Zip Code: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.*

**RETURN OF THIS PAGE REQUIRED**

- I. **PURPOSE:** The purpose of this Request for Proposals (RFP) is to solicit ideas for workshops designed to help Virginia farm families transition their farm and farming operations to the next generation. This RFP is in response to a pilot funding process initiated by the Virginia Department of Agriculture and Consumer Services (VDACS), an agency of the Commonwealth of Virginia, which will provide funding of \$40 per workshop participant per day (\$30 per workshop participant per day for Virginia Cooperative Extension recognizing the support already received from this pilot project) to those proposals deemed most likely to result in farm families taking the next step toward developing and implementing farm transition plans. **Please note that VDACS funds may not be used to pay university or organizational overhead.**

VDACS will consider the merits of all proposals submitted, but is especially interested in receiving proposals that focus on building communication among family members, as well as proposals that increase the professional capacity of farm family service providers (attorneys, financial planners, extension agents, etc.). VDACS also will look for collaboration among units, agencies, and/or organizations whenever possible.

- II. **BACKGROUND:** VDACS' Office of Farmland Preservation (OFP) is responsible for the administration of the Virginia Farm Link program. As established in §3.2-202 of the *Code of Virginia*, the Virginia Farm Link program shall provide, but not be limited, to the following: (i) assistance in the preparation of business plans for the transition of business interests; (ii) assistance in the facilitation of transfers of existing properties and agricultural operations to interested buyers; (iii) information on innovative farming methods and techniques; and (iv) research assistance on agricultural, financial, marketing, and other matters.

III. **PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

A. **GENERAL REQUIREMENTS:**

1. In order to be considered for selection, Offerors must submit a complete response to this RFP.
2. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
3. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in VDACS requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack essential information may be rejected by VDACS. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- B. **SPECIFIC REQUIREMENTS:** Proposals should be as thorough and detailed as possible so that VDACS may properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. RFP cover sheet and all addenda, if any, signed and filled out as required.

2. A written narrative statement to include how the Offeror plans on accomplishing the work described herein and the answers to the following questions along with any additional documentation to help support or clarify your answers:
- a) **Proposed workshop target audience:** Describe the target audience for your proposed workshop, and how many attendees you expect at each workshop. Also, explain how you plan to achieve the desired target audience and number of participants.
  - b) **Proposed workshop performance target:** Provide a detailed description of the change in behavior you expect to occur as a result of delivering this workshop, how many of the target audience will make this change, when this change will occur, and how this change will result in more farm families developing and implementing farm transition plans.
  - c) **Proposed workshop evaluation:** Provide an outline describing how you will verify the results of your workshop, and how you will know whether the workshop was successful in achieving its performance target.
  - d) **Proposed workshop timeline:** Provide an outline of your timeline for developing and delivering this workshop. Include as part of this description the timeline for key activities leading up to the workshop, as well as any follow-up activities that you plan to conduct once the workshop has been delivered.
  - e) **Proposed workshop content and agenda:** Provide a detailed description of the workshop that you are proposing, including the agenda. **Please note that proposed workshops without detailed agendas will not be considered.**
  - f) **Proposed project budget:** Provide a budget with an estimated total cost for your workshop. As part of the budget narrative, include a list of all other funding sources and dollar amounts, and whether the funding is currently in hand. If the funding has yet to be secured, indicate how likely you are to receive these funds and by when.
  - g) **Proposed project team:** List your anticipated project team (key participants only) with a brief resume, and describe the role that each team member will play in developing and delivering this workshop.

#### IV. **PROPOSAL EVALUATION:**

Proposals will be evaluated based on the following review criteria:

- A. Proposed workshop's approach, innovation, and suitability to the Farm Transition Workshop Funding Pilot Project--resulting in farm families taking the next step toward developing and implementing farm transition plans. (60 points)
- B. Proposed follow-up evaluation and verification of the workshop results. (20 points)
- C. Strengths of workshop presenters and workshop development team. (20 points)

**V. GENERAL TERMS AND CONDITIONS:**

The general terms and conditions are incorporated by reference and can be reviewed at [www.eva.virginia.gov](http://www.eva.virginia.gov).

**VI. SPECIAL TERMS AND CONDITIONS:**

- A. PRINTED MATERIAL: The Contractor shall include language on all printed material indicating that each workshop was sponsored in part by funding from the Agency, which was generated by revenue from the Virginia Agriculture license plate. The Contractor also shall include the Virginia Agriculture license plate logo on all printed materials. A print-quality version of this logo will be provided to the Contractor by the Agency.
- B. AUDIT: The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- C. CANCELLATION OF CONTRACT: The Agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- D. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the Agency or to failure of the Agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods or equipment delivered.
- E. OFFEROR UNDERSTANDING OF REQUIREMENTS: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that are not understood. The Agency will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Office of Procurement. Offerors must ensure that written inquiries reach the buyer at least five (5) days prior to the time set for receipt of proposals. Your submission of your proposal certifies that you fully understand all facets of this solicitation. Any questions may be sent by FAX to 804-371-8372 to the attention of Kathy Bosdell.

- F. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed Proposal should be returned in an envelope or package and identified as follows:

_____	<u>Jan 29, 2008</u>	<u>2:00 P.M. EST</u>
Name of Offeror	Due Date	Time
_____	<u>301-09-003</u>	
Street Address	RFP Number	
_____		
City, State, Zip Code		

RFP Title: Farm Transition Workshop Funding Pilot Project

Attention: Kathy Bosdell, CPPB, VCO, Senior Contract Specialist

The envelope should be addressed as directed on page 1 of the solicitation. If a proposal envelope is not identified with the information shown above, the Offeror takes the risk that the envelope may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

**VI. REPORTING, PAYMENT AND DELIVERY INSTRUCTIONS:**

Reporting, payment and delivery instructions will be determined after award and on a case by case basis.



*Funding for this effort is made possible from revenues generated by the Virginia Agriculture license plate.*

**ATTACHMENT A: CONTRACTOR DATA SHEET****RFP #301-09-003**

1. **QUALIFICATIONS OF OFFEROR:** The Offeror must have the capability and capacity in all respects to fully satisfy all of the contractual requirements. The Offeror's signature on the cover of this solicitation indicates that the Offeror certifies such.
2. **YEARS IN BUSINESS:** Number of years in business providing the types of services described in this solicitation \_\_\_\_\_Years \_\_\_\_\_Months  
Year business organized \_\_\_\_\_
3. **TYPE OF BUSINESS:** This information is requested for informational purposes only. Please indicate if your firm is one or more of the following:  
☐ SMALL BUSINESS ☐ INDIVIDUAL BUSINESS  
☐ WOMAN-OWNED BUSINESS ☐ SOLE PROPRIETORSHIP  
☐ MINORITY-OWNED BUSINESS ☐ PARTNERSHIP  
☐ SHELTERED WORKSHOP ☐ CORPORATION
4. **REFERENCES:** Provide a list of at least 4 current references for customers that you supplied a similar service.

COMPANY NAME AND CONTACT	ADDRESS	PHONE NUMBER	SERVICES DELIVERED
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**RETURN OF THIS PAGE IS REQUIRED**